



# STATE OF WISCONSIN

## DEPARTMENT OF MILITARY AFFAIRS

### DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula  
Administrator

Tony Evers  
Governor

#### **Notice of Funding Opportunity: FY2019 Nonprofit Security Grant Program**

WEM is pleased to announce that Federal Emergency Management Agency (FEMA) is offering a grant opportunity called Nonprofit Security Grant Program (NSGP). Wisconsin's nonprofits are eligible to apply for the NSGP-S program.

The FY2019 NSGP provides funding support to nonprofit organizations that are at high risk of a terrorist attack. NSGP allowable costs are focused on security-related activities. Funding can be used for security-related planning; exercises; training; contracted security personnel; and the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization at the time of application. Equipment is limited to two sections of items on the Authorized Equipment List (AEL): Physical Security Enhancement Equipment (Section 14) and Inspection and Screening Systems (Section 15). Certain costs for training of nonprofit staff and members/congregants are also permitted. Allowable training topics are limited to the protection of critical infrastructure and key resources, including physical and cyber security, target hardening, and terrorism awareness/employee preparedness. Training conducted using NSGP funds must address a specific threat or vulnerability, as identified in the nonprofit organization's investment justification (IJ).

FEMA published a bundle of documents to explain this grant opportunity. Each of the following documents contains useful information:

- Notice of Funding Opportunity (NOFO)
- FAQs for Nonprofit Organizations
- NSGP Fact Sheet
- NSGP Key Changes
- Preparedness Grants Manual
- FY2019 NSGP Investment Justification form

WEM is providing the following instructions, timelines, and highlights from FEMA's documents to make it easier for organizations to submit an application to WEM for consideration and possible inclusion in the federal grant application for this NSGP. There are many references

throughout this document to FEMA's documents. Please use those references to gain a full understanding of the program, its requirements, and regulations.

Wisconsin's target allocation for funding for this program is \$250,000. Final allocations made by FEMA may be different than the target allocation. Wisconsin will submit up to \$550,000 in projects if there are sufficient applications that meet the criteria. Each nonprofit may request up to \$100,000. FEMA will make final funding decisions.

### **KEY TERMINOLOGY**

FEMA: Federal Emergency Management Agency. FEMA is the federal agency administering the NSGP.

IJ: Investment Justification is the name for the application form that is submitted from the nonprofit agency to WEM and then to FEMA. The IJ is an Excel document, which is attached to this email.

NOFO: Notice of Funding Opportunity. This is the guidance that explains the grant process, deadlines, eligible applicants, eligible expenses, requirements of the application, and terms and conditions of the grant award.

SAA: State Administrative Agency for a grant. In this case, that is Wisconsin Emergency Management (WEM).

Sub-applicant/sub-grantee/sub-recipient: Each is a different name for the organization that is applying for or receiving a grant award from the SAA.

WEM: Wisconsin Emergency Management is a division within the state agency, Department of Military Affairs. DMA is the designated State Administrative Agency for the NSGP and the Homeland Security Grant Program. WEM staff are the points of contact for the NSGP in Wisconsin.

### **ELIGIBILITY**

Eligible nonprofit organizations are those organizations that are:

1. Described under section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under section 501(a) of such code; refer to links below for additional information:

- <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501-c-3-organizations>
- <https://www.irs.gov/publications/p557/ch03.html>

- <https://www.irs.gov/charities-non-profits>

Note: The Internal Revenue Service (IRS) does not require certain organizations such as churches, mosques, and synagogues to apply for and receive a recognition of exemption under section 501(c)(3) of the IRC. Such organizations are automatically exempt if they meet the requirements of section 501(c)(3). These organizations are not required to provide recognition of exemption. For organizations that the IRS requires to apply for and receive a recognition of exemption under 501(c)(3), the state may or may not require recognition of exemption, as long as the method chosen is applied consistently.

2. Be able to demonstrate, through the application, that the organization is at high risk of a terrorist attack.

### **TIMELINE FOR APPLICATION**

FEMA releases NOFO: April 12, 2019

WEM provides streamlined guidance: April 16, 2019

*Deadline for Nonprofits to submit application to WEM: Noon on May 14, 2019*

WEM Review Committee meeting: May 22, 2019

First step of federal grant application process (grants.gov): May 22, 2019 (Hard Deadline for WEM set by FEMA)

Final Submission of federal grant application (ND Grants): May 29, 2019 (Hard Deadline for WEM set by FEMA)

### **CONTACT INFORMATION**

If you have questions about the process or content of your project proposal please contact the Homeland Security grants staff at WEM.

Lara Kenny                      [lara.kenny@wisconsin.gov](mailto:lara.kenny@wisconsin.gov)                      608-242-3230

Hannah Matusek            [hannah.matusek@wisconsin.gov](mailto:hannah.matusek@wisconsin.gov)            608-242-3335

### **STEPS FOR NONPROFITS TO SUBMIT GRANT APPLICATIONS TO WEM**

#### **1. Obtain a DUNS Number**

If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number, please take immediate action to obtain a DUNS Number. Information on obtaining a DUNS number is available from Grants.gov at:

<https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html>

**2. Write the application (IJ)** which includes three mandatory components.

**1. NSGP IJ:** Each sub- applicant must develop a formal IJ that addresses each investment proposed for funding. Security enhancements must be for the locations that the nonprofit occupies at the time of application. The investments or projects described in the IJ must:

- ✓ Be for the location(s) that the nonprofit occupies at the time of application;
- ✓ Address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the National Preparedness Goal;
- ✓ Demonstrate the ability to provide enhancements consistent with the purpose of the program and guidance provided by DHS/FEMA;
- ✓ Be both feasible and effective at reducing the risks for which the project was designed;
- ✓ Be able to be fully completed within the three-year period of performance; and
- ✓ Be consistent with all applicable requirements outlined in the NOFO and the Preparedness Grants Manual.

*Budget Information for the IJ:* Applications are capped at \$100,000 each.

See Appendix C of the FEMA Preparedness Grant Manual for information about budget categories and allowable costs under the NSGP.

When writing the application in the FY2019 NSGP Investment Justification form (Excel), Section IV. Target Hardening and AEL grid do not exceed \$100,000. Enter information relevant only to the \$100,000 your organization is requesting from FEMA.

*Period of Performance for the IJ:* The federal grant to WEM will be 36 months in length and is projected to be 9/1/2019-8/31/2022.

Due to the required review process, sub-grant application and award process, and completion of special conditions, such as EHP approval, organizations will likely have a maximum of 30 months to complete the project. When setting milestones and corresponding dates in the IJ, WEM suggests using a project start date of no earlier than December 1, 2019 and a project end date of no later than May 31, 2022 for a realistic timeframe for the project.

*Additional considerations for the IJ in order to comply with federal regulations:*

*Environmental Planning and Historic Preservation (EHP) Compliance*

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by DHS/FEMA including grant-funded projects, comply with Federal EHP regulations, laws, and Executive Orders, as applicable. Recipients and subrecipients proposing projects

that have the potential to impact the environment, including but not limited to the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with supporting documentation so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources or historic properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

Additionally, all recipients are required to comply with DHS/FEMA EHP Policy Guidance, FEMA Policy #108-023-1. The EHP screening form is located <https://www.fema.gov/media-library/assets/documents/90195> The EHP screening form is located <https://www.fema.gov/media-library/assets/documents/118323>. EHP guidance can be found at <https://www.fema.gov/media-library/assets/documents/118323>. (Preparedness Grants Manual p. 18)

**2. Vulnerability/Risk Assessment:** Each sub-applicant must submit a vulnerability/risk assessment specific to the location/facility for which the nonprofit organization is applying. FEMA does not have specific requirements for the vulnerability assessment.

**3. Mission Statement:** Each sub-applicant must include its Mission Statement and any mission implementing policies or practices that may elevate the organization's risk. Recognizing the impact an organization's ideology, beliefs, or mission may have on their risk of potential terrorist threats, SAA's will use the Mission Statement along with information provided in the applicant's IJ in order to validate the organization type. The central purpose of the organization described in the Mission Statement will be used to validate the organization type identified in the IJ as one of the following: 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other.

The organization type is a factor when calculating the final score of the application; see the NSGP Key Changes document p.2

The Vulnerability/Risk Assessment and the Mission Statement will not to be submitted to FEMA in the application but will be maintained by the SAA and will be made available to DHS/FEMA upon request.

***4. Supporting documentation related to actual incidents that have occurred at the location/facility, if applicable.***

If applicable, nonprofit organizations may include any proof of actual incidents that have occurred at the location or facility; this includes items such as police reports or photographs (include a brief description of the items you are submitting in your IJ).

**3. Submit the application to WEM by Noon on May 14**

Email all the application components (IJ, Vulnerability/Risk Assessment, and Mission Statement) as attachments to [Lara.Kenny@wisconsin.gov](mailto:Lara.Kenny@wisconsin.gov) and [hannah.matusek@wisconsin.gov](mailto:hannah.matusek@wisconsin.gov)

You will receive an email confirming your application was received. If you do not, please call Lara Kenny at 608-242-3230 or Hannah Matusek at 608-242-3335.

Note: Due to the short-time frame for this federal grant opportunity and the requirement for WEM to review, score, and prioritize applications for inclusion in the federal grant by May 29<sup>th</sup>, we will not be able to accept any late applications.

**EVALUATION CRITERIA FOR SUBMITTED APPLICATIONS**

See page 5 of the FAQ for Nonprofit Organizations, page 3 of the NSFP Fact Sheet, and page 13 of the NOFO for information about how applications are evaluated.

**POST AWARD REQUIREMENTS**

If your agency is awarded a sub-grant, there will be reporting requirements. WEM uses an electronic grants management system called Egrants to administer its sub-grants. During the life of the grant, WEM will require that sub-grantees use Egrants to submit monthly programmatic and financial reports in order to monitor the progress of the project, make reimbursements for incurred expenses, and complete federal reporting requirements. Additional reporting requirements such as completing equipment inventory reports may also be required in order to close out the sub-grant.

Per the FEMA NOFO, project extensions and changes to the scope of the project may be possible but will face a high level of scrutiny as this is a competitive grant opportunity. WEM will not approve any project extensions or changes of scope without FEMA approval.

Additional terms and condition may be placed on the award by FEMA or WEM as necessary for the project scope and design. Those will be communicated at the time the sub-grant is awarded.